

# St. Elizabeth School

## *School Advisory Board Minutes* ( *APPROVED* )

**November 9, 2015**

Attendees: Board Members

Fr. Jim Weiner, Pastor

Mrs. Lynda Wright, Principal

TJ Sullivan

Ellen Mahoney

Colleen McCarthy

Stephen Bommer

Ivan Arteaga

Mike Breslin

Cathy Corbett

Steve Napolitano

Joe Tweed

Community Members: Parents

Antoinette Gillespie, Denise LaGalia, Tia Patterson, and Elizabeth Urcioli

TJS: Quorum met; motion for approval of the minutes for the October 19, 2015 meeting. SN correction that Mike Humes stated that the archdiocese would be giving SES up to \$350,000 not any SES Board member. Motion EM, Second CC.

Opening Prayer: Fr. JW

Opening remarks: TJS

- Welcome community members/parents
- Welcome Joe Tweed to the board
- In the interest of CC and other obligations, moving to item #8 of the agenda, Strategic Plan.

CC - **Strategic Plan**

Last Monday, 11/2/15, met with focus group

Discussion on the primary goal to be academic excellence, and a more specific religious plan. Discussion on possible Code of Conduct for parents. Additional discussion on differential learning and gifted & talented programs. Facilities were to be coordinated with the parish plans. Safety task force was to be moved to a priority position. Annual report updated. Committee members have strategic plan experience. Submission to go to the Archdiocese. Matrix outlined. Periodic updates.

LW: Note: Mrs. Gallagher showed an interest in joining the committee.

### **IA - Finance Report**

TJS: Mike and Ivan looking for a time every month to meet with Mike Humes, possibly the 15<sup>th</sup> of the month, in order to allow enough time to prepare for the SAB meetings. Also desire a monthly ledger to facilitate line items on the reports. Father Jim to work with Mike Humes to get this monthly meeting set in place.

IA: No financials because this meeting is too early in the month.

He will work on a month to month cash flow basis schedule to show a better, more

accurate accounting of finances.

Handout shows Plant & Maintenance Expenses increased \$13,000.

Marketing budget increased \$5,000.

Grounds costs increased \$5,000.

Therefore, additional operating expenses increased \$23,000., making school deficit rise

from \$321,000. to \$344,000.; assuming 270 students.

TJS: \$24,000., correction from Fr. JW \$20,000., computer money to be paid back to SES from the parish.

IA: Some dollars will be regained by a couple expenses overstated and may come down, and income for some items is estimated lower than will probably be obtained, balancing out.

Tuition revenue for 2014-15 school year was based on 310 students. School year 2015-16 based on 304 students, or \$1.496KK. Current budget based on 270 students, or \$1.320KK

Nine pre-K 4 students lost. Estimated lost revenue \$175,884., based on an average of \$5,173. per student.

Need to start the budget process now for the 2016-017 school year. Every 3 students gained or lost is a 1% revenue difference, and also 1% rise/fall in teachers' salaries and benefits.

SKB: If enrollment down 35 students, or \$200,000. +/-, the budget deficit of \$344,000. for the current school year should rise.

IA: Defended the budget, including lowering of non-parishioner rate.  
Working on getting more detail on the line items for the budget.

JT: Questioned percentage of tuition money able to be collected.  
Answered, almost all.

#### LW - School Report

- Enrollment at 269 students, one pre-K 3 coming to register this week.
- 2016-17 looks stable; however, based on inquiries and comments, Pre-K classes will be higher.
- Tuition average \$5,329., cost to school \$7,599.
- Fundraising needed at \$630. per student.
- Regarding financial contract commitments, are monies to be returned to families who do not stay or enter the school? CC answered "no."

TJS: Hard expenses per student must be covered for the budget.

JT: His school mandates no money returned through first semester. Noted we are only collecting

70% of what it costs to educate a student.

LW: SES tuition money refunded on a pro-rata basis

TJS: (procedurally) Tuition based on projected enrollment

Staff accordingly

Teacher contracts

Hopefully, March enrollment projection

Discussion followed on enrollment trend and tuition.

Hope to have letters of intent with staff on their intention by 3/15.

Offers made to teachers 5/15

Therefore, need tuition before March letters.

- Students of the month announced (attached)
- National Junior Honor Society in place
- 28 SES student ambassador applications received.
- Mrs. Klypka's son, Matthew in California, has Lymphoma. Waiting to hear more details on how the board can help, other than prayers
- Information on families that left: 22 families left with 32 kids (9 of those families only took some of their kids out) Budget impact (\$150,000.) New: 20 families with 28 kids. Budget impact +\$142,000.

However, 33 8<sup>th</sup> graders left. Pre-K classes not as full and we are upper grade heavy.

JT: Survey Monkey gives impartial survey yielding honest answers ... from 25% of people that came through but decided NOT to come, and 75% of people who were here and left for reason.

LW: Students population includes 15 Special students seen by Mrs. Trucil and the Bergen County Special Services person, and 17 with low Terra Nova scores who are only seen by the Bergen County Special Services person. However, 17 of these 32 do not come on a regular basis. In addition, 7 are in speech therapy.

Discussion on the 2% paid in full discount followed.

#### CM - HSA Report

- Fund raising is on target from last year's numbers.
- Decision to be made on cash or Scholastic dollars from the Ladies Night auction site.
- True number is for fundraising is ~\$245,000 that HSA contributes to the school (\$170k one check, and \$75k during the year directly to different events)
- HSA budgets for all annual events and expectations being put together.
- (Ivan) ALL expenditures should be built into the budget, with a net zero revenue from HSA
- School play date change Jan tryouts for May date, now November tryouts for April date. Affects other activities going on now.

#### TJS - Facilities Report

- Based on the fact that there are no current projects underway, the Facilities group will work on an as needed basis, Project to project. Antoinette offered to join the committee.
- Discussion followed that Donna Quinn had \$30,000. For SES to pay security costs. The door cost of \$5100 was submitted to the State, but Mrs. Wright was submitting additional receipts to be paid by the archdiocese. TJS asked that the security task force plan be obtained and items be prioritized for implementation and reimbursement.

- Fr. JW: Asked that a Space utilization plan be drawn up for areas to be freed up after the construction is completed across the parking lot.

### **TJS - Marketing/External Development Report**

*(HSA is the internal development)*

- Baptismal letter - Out before December meeting (12/10 is Pre-K visitation day). Possible other parishes.

JT: Solicit Real Estate agents' offices and Pediatrician offices to hand out to new families buying homes in area, and recommendations on what are good private schools in the area.

Marketing strategy includes:

- One sheet handout - High school AP/Honors classes attended by our graduates, Colleges attended, athletic accomplishments
  - Tent Pole events (gala, ladies night, trunk or treat)- building press around events
  - Alumni directory - solicit for money as well as come to our fundraising events. Homecomings/reunions that include: welcome reception, prayer service, and tour. Also can ve volunteers for programs (mock trial, cheerleading)
  - Kelly Tweed heading up Social Media, including Facebook and Twitter. Get our information out there, but also get alumni back in the loop and reconnected.
  - Carol will address then send out baptismal letter that Mrs. Wright and Fr. Jim sign

### **Parent Comments**

Antoinette Gillespie - 3<sup>rd</sup> time commenting on need/request for vice principal. Assists Mrs. Wright as well as free up her time to work on curriculum.

EM: Mrs. Ryan assisted Dr. McCue with scheduling, teacher matters, minor disciplinary matters, etc., as well as preparation of documents.

Lack of additional office space an issue. However, Mrs. Wright would welcome a Vice Principal.

**New Business** - none

Move to Closed Session

Fr. JW - Closing Remarks

Energy was very positive. Amazing how things get done when focus on the positive. Good feeling about the meeting and moving forward with all of the projects. Stay focused on the positive.

Next Meeting is

TJS - Closing Prayer

Meeting adjourned